



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RIGHT-OF-WAY BRANCH MANAGER

Job Number: 20001617

Job Code: 83350V160316

Job Group: 8300 - PROPERTY

Job Established: 06/16/1982

Job Revised: 03/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, coordinates and administers all activities and programs for a branch in the Transportation Cabinet, Division of Right-of-Way; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have eight years of experience (under the laws of eminent domain) in highway rights-of-way appraisal, negotiation, property management and/or relocation assistance.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Under the laws of eminent domain (exercising the right of condemnation), broad experience in at least one of the following areas will substitute for the required education on a year-for-year basis: 1. Professional duties of research for and preparation of documented appraisals (value of property, land, structures and improvements) through the Appraisal Process which are then approved for right-of-way acquisition; 2. Initiating and conducting problem solving negotiations including details of appraisal and offer with owner leading to approved settlements or condemnation; 3. Initiating and providing relocation assistance including but not limited to reimbursement of moving expenses, replacement housing computations and re-establishment expenses to displaced persons, businesses or non-profit organizations; 4. Handling the disposal of improvements and environmental clean up on properties which may include carcinogenic or hazardous materials. (Eminent

domain is the right of government to take or to authorize the taking of private property for public use, just compensation usually being given to the owner).

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license at time of appointment in this classification. Employing agency is responsible for ensuring applicant possesses a valid driver's license. <http://transportation.ky.gov/driver-licensing/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates right-of-way activities on a statewide basis. Reviews and processes appraisals, negotiations, relocation assistance, property management, project scheduling and/or contract administration made for state agencies to determine compliance with state and federal guidelines. Confers with management level personnel of state agencies regarding procedures required for funding under state and federal guidelines. Provides technical assistance to central and district office staff involving right-of-way policy and procedure. Supervises personnel in the review of district right of way activities. Reviews highway projects and estimates appraisal fees for personal services contracts. Reviews right-of-way activities when negotiations have failed and makes recommendations as to possible settlement or other appropriate action. Attends complicated negotiating sessions to explain and advise participants on technical aspects of the assigned activity. Develops and proposes changes or establishment of administrative regulations impacted by changes in state or federal laws or regulations. Develops and conducts training programs for right-of-way personnel. Maintains project central files. Develops activity reports for the assigned area and such other reports as requested by the director, State Highway Engineer or Secretary of Transportation.

UNIQUE PHYSICAL REQUIREMENTS:

Walking over rough and hilly terrain may be required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Work is performed in all types of weather conditions.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.